

# **CONFLICT OF INTEREST**

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## **Purpose**

To clarify conflict of interest by SFBHN staff as it relates to SFBHN business matters and outside consulting. Conflicts of Interest by SFBHN Board Members are addressed in the Governance Policy.

## **Definitions:**

CONFLICT OF INTEREST - Situations in which SFBHN employees and staff use their positions for purposes of obtaining private gain for themselves or others, such as those with whom they have family, business or other ties.

INDIRECTLY - Defined as occurring when SFBHN employees and staff who are considered to have proprietary interests in any provider of services from which they or any member of their immediate family receive any kind of compensation or have any financial interest.

## **Policy**

It is the policy of SFBHN to address any possible situations involving conflict of interest. Conflict of interest in SFBHN business matters and outside consulting are covered in two separate sections:

### **A. BUSINESS MATTERS**

1. PURCHASES - SFBHN does not purchase goods or services directly or indirectly from its employees and staff, other than those, which are specified in the condition of employment with SFBHN. If an unusual situation arises which might warrant consideration of such a transaction, it must be reviewed and approved by the President/CEO of SFBHN or a designated representative of SFBHN.
2. SALES - SFBHN does not sell services or materials to its employees and staff for their personal use except for items which are normally sold or services provided by SFBHN or SFBHN sub-contracted providers.
3. GIFTS - The association between providers and SFBHN employees and staff should always be on a professional and business-like basis. Gratuities from providers to SFBHN employees or staff are not to be accepted by SFBHN employees and staff. Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services. Staff shall notify their immediate supervisor if they are offered such gifts. Additionally in accordance with contractual obligations, SFBHN employees or staff will not offer to give or give any gift to any DCF employee.
4. Selection, Award or Administration of a Contract or Grant. No SFBHN employee or staff shall participate in the selection, award, or administration of a contract involving SFBHN including, but not limited to a contract supported by state or federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, or any member of her or his immediate family, his or her partner, or an organization that employs or is about

to employ any of the parties indicated herein, has a financial or other interest in the firm selected. If there is a conflict of interest, the employee must report it and exclude him or herself from participating in the proceedings. Documentation of this reporting and exclusion from the proceedings will be kept on file at SFBHN as long as records are retained for the transactions in question. No gratuities may be solicited or received by employees in the administration of a contract. Gratuities may not be solicited or accepted in the administration of a contract or grant.

5. Selection or Administration of a Vendor. No SFBHN employee or staff shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an employee or staff, or any member of his/her immediate family, his/her spouse/partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.

Gratuities may not be solicited from vendors. Unsolicited gifts of a nominal value of \$50 or less may be accepted with the approval of the President /CEO from vendors.

## **B. CONSULTING**

1. SFBHN employees and staff may accept opportunities for outside consulting and similar services in their fields of specialization or expertise, provided this work does not interfere or conflict with their SFBHN work responsibilities. SFBHN employees and staff may not profit from private services while receiving compensation from SFBHN for the performance of these same services. The time involved in consulting activities shall be during non-SFBHN working hours, i.e., vacation, holidays, weekends, etc.
2. SFBHN assumes no responsibility for private professional services rendered by SFBHN employees and staff. When SFBHN employees perform services in a private capacity, they must make it clear to those who employ them that they are not acting as agents of SFBHN.
3. If SFBHN facilities, staff or equipment are used in any activity, the activity must be a SFBHN authorized function and must be conducted under either a contract with SFBHN or an agreement whereby SFBHN is reimbursed for facilities, staff or equipment used in conducting this activity.
4. SFBHN employees and staff should not advertise for consulting work using the name of SFBHN.
5. Any challenge by SFBHN personnel of rulings by their immediate Supervisors on the substance or extent of their consulting should be made to the President/CEO of SFBHN.